

Santa Monica High School

2019-2020



601 Pico Boulevard
Santa Monica, CA 90405
Telephone: (310) 395-3204
Fax: (310) 395-5842
www.samohi.smmusd.org

This Binder Reminder belongs to:

Name: _____

Address: _____

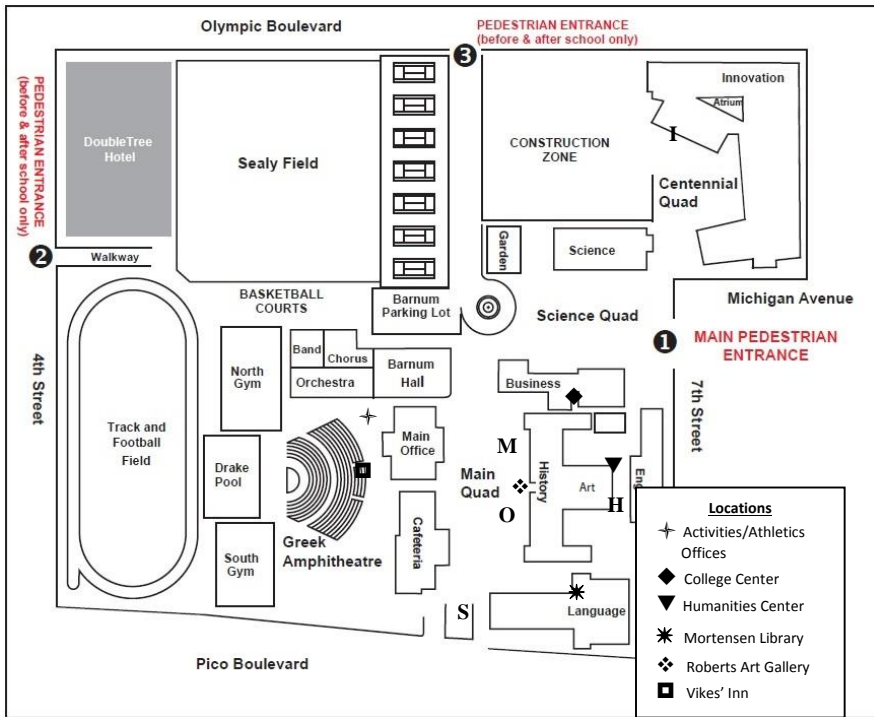
City: _____ Zip Code: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Student ID#: _____ House: _____ Grade: _____

This planner contains information that you can use to make your years at Samohi successful. Feel free to ask questions of any of our staff. We are here to help you be the best you can be and to provide a rewarding and enjoyable education for you.



Santa Monica High School

The Houses of Samohi

- S** Language Building
House Office: L 200
- M** History Bldg., 1st Floor
House Office: H 106
- O** History Bldg., 2nd Floor
House Office: H 209
- H** English Building
House Office: E 109
- I** Innovation Bldg., 2nd Floor
House Office: I 208

Bell Schedules

Monday, Thursday, Friday – Standard Schedule

Period A 7:05-8:08
Period 1 8:15-9:11
Homeroom 9:19-9:27
Period 2 9:27-10:23
Break 10:23-10:25
Period 3 10:33-11:29
Period 4 11:37-12:33
Lunch 12:33-1:08
Period 5 1:16-2:12
Period 6 2:20-3:16

Tuesday – Flex-Time Schedule (odd-period day); early out

Period A 7:05-8:08
Period 1 8:15-9:45
Period 3 9:53-11:23
Break 11:23-11:25
Flex-Time 11:33-12:24
Lunch 12:24-12:59
Period 5 1:07-2:37

Late Start Wednesday – Flex-Time Schedule (even-period day)

Period 2 8:55-10:25
Period 4 10:33-12:03
Break 12:03-12:05
Flex-Time 12:13-1:03
Lunch 1:03-1:38
Period 6 1:46-3:16

Welcome Vikings!

It is our pleasure to welcome each new and continuing student to Santa Monica High School. Samohi will offer every student experiences to grow creatively, ethically, and academically.

Santa Monica High School's student objectives are:

- **Academically productive students who:**
 - Read, write, speak, and listen effectively
 - Think critically and independently
 - Identify and use all available resources, including technology, to manage, research, and synthesize knowledge
 - Develop the habits necessary to meet the challenges of the 21st Century
- **Ethical students who:**
 - Deal honorably with other human beings and the environment
 - Work democratically and collaboratively to improve school, community, and society
- **Creative students who:**
 - Are inspired, impassioned, and motivated
 - Express a unique and perceptive vision

Your future and the future of each Samohi student is our highest priority. Our responsibility is to prepare you to successfully meet the challenges of tomorrow. As a student here, you are expected to uphold our Samohi Code of Conduct:

- Be in your seat and prepared to work when the bell rings.
- Meet all school and class deadlines including homework, projects, and papers.
- Do all required coursework.
- Bring required materials to class everyday including your current Student ID card and binder reminder.
- Engage actively in listening and learning. No talking when the teacher is talking or when a student is presenting a question or answer.
- Be honest. No cheating, plagiarism, or theft.
- Show respect toward yourself and others, use appropriate language, and refrain from hurtful behavior or language, and disruptive activity.
- Be accountable. Take responsibility for your own actions.
- Dress appropriately for school. No head coverings in the classroom or inside any campus building.
- Only water is allowed in the classroom. No eating, drinking, or chewing gum.
- Keep **ALL** electronic devices turned off and out of sight. No headphones/headsets, including cell phones, are to be worn during class time.
- Help to maintain a clean and safe learning environment. Throw your trash in the designated receptacle.

Samohi Motto
Sincerity, Maturity, Honor,
and Service (SMHS)

Samohi Mascot
Viking

Samohi Colors
Blue and Gold

"Hymn of Praise"
Oh, Samohi, dear old Samohi,
Queen of the setting sun
For you we toil,
For you our banners fly.
We win for you when victory's won.
All Hail to thee,
Mighty Samohi.
Our faith in thee ne'er will fail
For the love that we give,
Is the power to live
To thee-ALL HAIL!
By Ken Darby '27

GENERAL INFORMATION

Absences & Tardies/ Attendance Policy

According to the California Education Code, a student may be excused from school for (1) illness, (2) any type of medical appointments, (3) attending funeral services of an **immediate** family member, (4) judicial appearances, or (5) religious obligations.

Absences from school must be verified with a note. Notes must include: (1) the student’s full name and student ID number, (2) date(s) of absence and periods, (3) the reason for absence, (4) parent/guardian’s daytime phone number and (5) parent/guardian signature. The House Office may call to verify absence notes and to check early release notes. You must provide a written note to your House Office within **five (5) school days** to clear any excusable absences. Unexcused absences result in a recorded truancy. Attendance at Saturday School is the only way to clear unexcused absences; this may be done after the absence has occurred. In the event of an extended absence, a student’s parent/guardian should notify the student’s Advisor to make arrangements for the student’s classwork and possible short-term independent study.

All students are expected to arrive to every class on time. Tardies are recorded into our attendance system and progressive discipline is enforced. Parents may be asked to attend conferences, for creation of an attendance/behavior contract, or to attend school with their child. Students with a pattern of excessive truancy will be referred to the School Attendance Review Board (SARB). Students who attend Santa Monica High School with a permit or affidavit may have either revoked for violating the attendance portion of the agreements. Students are considered truant if the class is 30 minutes into session.

Clearing absences is the responsibility of the student upon returning to school.

Regardless of whether or not the absence is excused or unexcused, students must provide a written note within 5 days. *Any uncleared absences will be classified as unexcused and considered **truant**.*

Attendance Policy

All 9th -12th grade students **must not exceed 120 class absences** in order to walk the graduation stage their senior year. The 120 class absence policy will start from freshman year and will go all the way to graduation day. The class absences will carry over from one year to the next.

- Every 3 tardies equals **ONE** class absence.
- Extreme absences due to doctor prescribed illnesses will be reviewed by the Attendance Review Board on a one-on-one basis.

-----ATTENDANCE AND TARDY CONSEQUENCES-----

9 th Grade	10-12 th Grade
<ul style="list-style-type: none"> 18 or more unexcused class absences will result in Saturday School and Ineligibility to participate in extra-curricular sports and fine arts 120 or more unexcused class absences will result in not walking on stage at graduation After 10 parent excused illness absences, student will need doctor’s proof to excuse any absences thereafter 	<ul style="list-style-type: none"> 18 or more unexcused class absences will result in Saturday School, Ineligibility to participate in extra-curricular sports and fine arts, and removal of off-campus lunch pass 120 or more unexcused class absences will result in not walking on stage at graduation After 10 parent excused illness absences, student will need doctor’s proof to excuse any absences thereafter

WORKING OFF CLASS ABSENCES AND TARDIES:

Saturday School

- 2 hours Saturday School erases 6 class absences
- 4 hours Saturday School erases 12 class absences

Samohi Sponsored Tutoring

- 1 hour attending tutoring erases 3 class absences

Academic Honesty Policy

Samohi believes that personal integrity is basic to all solid achievement and that students will reach their full potential only by being honest with themselves and others. We believe that academic integrity is basic to the progress of the school community toward rich learning and the respect of outside communities. Samohi expects all students to respect the educational purposes underlying all school activities and expects administration, faculty, and staff to provide an environment that encourages honesty.

Acceptable Use Policy

Internet and online resources are available on campus. This is a service provided by the District, with the intent to support the instructional program and further student learning. Before using a campus internet connection, students must agree and understand that internet access is a privilege and can be revoked if guidelines set out by the Santa Monica-Malibu Unified School District are not followed. Guidelines include and are not limited to: always use language that is appropriate and respectful, do not include personal information such as addresses or phone numbers, do not damage or misuse the equipment and its applications, and do not use the internet for illegal purposes, including and not limited to copyright infringements.

Advanced Placement Exams

If you are enrolled in an Advanced Placement Class, it is expected that you will take the AP exam for that course. The exams are offered in May of each year. Registration fees and exam dates will be posted in the fall and can always be accessed on apcentral.collegeboard.com. Registration for AP exams will take place at Santa Monica High School and usually occur around February. Please check the following sources for this information: the Samohi website, the Blue Bulletin, and your House Office. Please note there is an additional fee for late registration. Financial Aid is available for students on the National School Lunch Program.

Reasons for requesting a Late AP Exam must be approved by the College Board on a case-by-case basis. Generally there are three approved scenarios: illness, conflict with academic events, and/or conflict with athletic events. Additional fees may apply. Per the College Board, students will not be allowed entry to the testing room late, nor will the College Board allow a Late Exam for this situation. In addition, family vacations are not considered a valid reason for ordering a Late AP Exam.

If you miss an exam, you must register for a Late Exam no later than *the day after* the regular exam. This enables us to place our order by the deadline.

Advisement

House Advisors provide support services in academic, career and personal/social counseling to all students. These services include appropriate class selection, information regarding testing, college entrance, career choices and high school graduation requirements. House Advisors also provide help with personal and interpersonal problems including referrals to on-campus as well as off-campus agencies. On-site College Counselors are available to guide students through the college process.

Announcements

All general announcements will be made over the public address (PA) system during the beginning of second period homeroom on Monday, Tuesday, Thursday, and Friday. Students must refer to the Blue Bulletin printed out by teachers for announcements on Late Start Wednesday and during testing. Announcement request forms may be picked up and must be submitted by 1:00 pm in order for the item to appear the following day. In order to be accepted, the announcement must contain a signature of approval from the event sponsor.

Assemblies

Assemblies at Samohi include guest speakers, special presentations, concerts, pep rallies, quad rallies, and co-curricular events. Each has a different purpose: to teach, to entertain, to honor, to display school spirit, and to celebrate. Depending on the purpose of the assembly, there is a specific type of behavior for the audience. In Barnum Hall, an atmosphere of formality is necessary for the event. The Greek is informal yet we still require students to follow the Code of Conduct at all times. It is important that members of the audience behave with respect and courtesy towards the speakers, or group on stage at any assembly.

Campus Entrances

Students are to enter the campus through the main gates located at 7th Street and Michigan Avenue, 6th Street and Olympic Boulevard, 7th Street and Olympic Boulevard, and 4th Street at the DoubleTree Hotel. Parents and other adults are able to check in with Security in order to obtain a visitor's pass at the gate on 7th Street and Michigan Avenue.

Cell Phone and Other Electronic Devices Use Policy

Use of cell phones and other electronic devices on campus is limited to **before school, during passing periods, at lunchtime, and after school only**. Unauthorized use of cell phones and/or other electronic devices during class time is prohibited. The Electronic Use Policy indicates the progressive consequences of violating this policy. Cell phones and other electronic devices will be confiscated from students who violate this policy.

Students are not allowed to use non-school related electronic items during class time, including but not limited to iPods, tablets, MP3 players, or game devices. Again, devices will be taken if they are used in class. **Do not bring any electronic devices to school.** Students and their parents/guardians take full responsibility for any and all electronic signaling devices (including cell phones) which the student may bring to school. **In no event or circumstance will the district or its staff be held responsible or liable for the loss, theft or damage to any such device. This includes the loss, theft, or damage of confiscated cell phones and similar devices.** (SMMUSD AR 5131.8)

Class Drop Dates

Students may drop a course within the first two weeks of the semester by meeting with their Advisor to discuss the impact of such a decision. Dropping a class during the third and fourth week of the semester may only be considered for review by the House Principal. Deadlines are posted on the Samohi website.

Clubs and Organizations

Samohi has a variety of clubs and organizations in which students may become involved. Fifteen (15) or more students and a faculty member are required in order to start a club on campus. The students must obtain a Club Charter application packet from the Samohi web page, complete it, submit it (see Blue Bulletin throughout the year for deadlines), and obtain approval in order to be a club. In order to maintain their charter, clubs must attend Inter-Club Council (ICC) Meetings and sponsored school events. Missing two or more ICC meetings in a semester will cause removal of the charter and the inability to renew their charter the following semester. Club charters are to be renewed each semester. A complete list of all current clubs is available on the school website and in the Activities Office.

Contacting Teachers

After hours, students who wish to contact a teacher should call Samohi at (310) 395-3204 and leave a message on the teacher's voicemail. The teacher will try to call back within two (2) school days. Students may also contact teachers via e-mail, by using the Samohi website to obtain their teachers' email address. Refer to the class syllabus for more information.

Credits

In most cases, students earn five credits per course passed with a "D-" or higher each semester. No credit is given for failed courses. Repeated courses with a grade of "D- / D / D+" do not earn any new credits.

Dance Guidelines

Samohi dances are times where students have an opportunity to dress formally, celebrate with their friends, and enjoy a school dance in the evening. As with all Samohi events, students are expected to practice the Samohi Code of Conduct. This code includes:

- **Appropriate attire:** Students are expected to dress in a respectful manner befitting the Santa Monica-Malibu Unified School District Dress Code. If an outfit worn by either a male or female is deemed inappropriate, the administrator on site will call parent/guardian and ask for something appropriate to wear to be brought or the student will be asked to leave the dance.
- **Appropriate dancing:** Students are expected to dance in a manner that is respectful for themselves, their partner, and others. Interpretation of appropriate dance is at the discretion of the chaperones. Students will be given one warning; on the next offense, will be asked to leave/be picked up by parent.
- **Appropriate behavior:** Students are expected to behave in a manner that is respectful, courteous, and mature. Vulgar language is not acceptable. Drinking, smoking, and other behaviors are against school rules and, will cause immediate removal from the dance, a phone call home, and disciplinary procedures.

Any guest under the age of 21 may attend a Samohi dance event with prior written approval of the Administration. Guest passes for dances are available in the Activities Office. Request for approval must be submitted no fewer than 14 days prior to the scheduled activity.

Dress Code

In accordance with policy set forth by the Santa Monica-Malibu Board of Education (BP 5132), students shall not express themselves in ways that are “obscene, libelous, or slanderous.” In its desire to keep district schools and students free from the harmful influence of gangs, the Board also prohibits “the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, trademark, arrangement, or any other attribute, denotes membership in any such group.” Clothing and accessories (including backpacks) should not depict violent images, promote illegal items including weapons, drugs, or alcohol, sex gangs, or hate behavior including derogatory connotations directed toward sexual identity.

Students who violate any part of this dress code will be given an opportunity to change into their own clothing or into school-provided alternative clothing. Administration reserves the right to make final determination as to the appropriateness of dress.

Driving/Parking

There will be no student parking on campus this year, due to ongoing construction.

Drug and Alcohol Policy

The use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board of Education expects that district schools will be free of alcohol and other drugs and directs that every effort be made to reduce student use of these substances. The Board perceives this effort as an important step towards preventing violence, promoting school safety and creating a disciplined environment conducive to learning.

The Board believes that effective interventions should be available to assist students who use alcohol or other drugs. School staff, students and parents/guardians shall be informed about signs and symptoms which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling and rehabilitation for students and their family members. The district shall help recovering students to avoid re-involvement with alcohol and other drugs by providing school and/or community service activities designed to increase students' sense of community.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

District personnel shall take appropriate action to eliminate possession, use, or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, Board policy, and administrative regulations.

Students possessing, using, or selling alcohol or other drugs or related paraphernalia at school or at a school event shall be subject to disciplinary procedures including suspension or expulsion in accordance with law, Board policy and administrative regulations. Such students also may be referred to an appropriate rehabilitation program.

Discipline Procedures for being under the influence or in possession of a controlled substance or paraphernalia

According to policy at the time of publication, if the Superintendent or designee determines, in the presence of hard evidence, that the student possessed, used, or was under the influence of a controlled substance, alcohol, intoxicant or related paraphernalia, the following steps shall be taken.

- A. A student in possession of a controlled substance, alcohol, intoxicant or related paraphernalia, shall be suspended for three (3) days for the first offense. (Enrollment at Saturday School cannot be used in lieu of suspension.)

- B. The student shall be placed on academic probation for a period of **four (4) weeks**, *starting from the time the drug/alcohol policy contract is signed*. The terms of academic probation include participation in a drug prevention or substance abuse counseling program, community service and the loss of the privilege to participate in co-curricular activities, extracurricular school activities, and graduation and senior activities. Students in co-curricular activities shall be considered excused from their co-curricular activities for the duration of academic probation. Teachers may assign an alternate assignment in lieu of participation, but students shall not be penalized or lose academic credits for non-participation related to academic probation requirements.
1. The student shall complete a drug prevention education program or substance abuse counseling in a program offered by the district. If a parent/guardian would like his/her child to participate in an alternate program, the program must be preapproved by the administrator or designee. If a parent/guardian would like his/her child to attend private counseling or a private drug prevention education, he/she must get the administrator or designee's preapproval. Private programs will not be funded by the district.
 2. The student shall complete **10 hours** of community service (1st offense) from a community agency preapproved by the school.
 3. The student shall complete an online APEX course during the suspension.
 4. At the end of the four-week academic probation period, the student must submit documentation to demonstrate satisfactory effort to comply with the requirements of academic probation. Upon providing documentation demonstrating satisfactory effort to comply with the requirements of academic probation, the student may resume participation in co-curricular and extracurricular school activities. The student shall have an additional six weeks to complete the remaining academic probation requirements. If the student is unable to provide documentation of appropriate effort toward fulfillment of academic probation requirements, the student shall remain on academic probation with loss of privileges until the academic probation contract is complete.
 - a. To be eligible to participate in the graduation ceremony, the student on academic probation shall provide documentation showing that he/she has satisfactorily complied with all requirements of the probation contract.
 - b. If a student has been on academic probation for a period of time not long enough to have complied with all requirements of academic probation, then he/she shall provide documentation showing that he/she has made satisfactory progress towards compliance with all requirements of academic probation that could have been completed prior to the graduation ceremony.
 5. If the student fails to complete all of the above by the last day of the semester in which the probation was scheduled to end, student will remain on academic probation until the student completes the terms of probation requirements.
 - a. If a student has been on academic probation for a period of time not long enough to have complied with all requirements of academic probation by the last day of the semester, then he/she shall provide documentation showing that he/she has made satisfactory progress towards compliance with all requirements of academic probation that could have been complied with prior to the semester end.
 6. If student is attending Samohi on an interdistrict permit, the permit may be revoked.

High School - Second or Subsequent Offense:

If the Superintendent or designee determines, in the presence of hard evidence, that for a second time, the student possessed, used, or was under the influence of a controlled substance, alcohol, intoxicant or related paraphernalia, the following steps shall be taken:

- A. The student shall be suspended for five (5) days. The rights and responsibilities section of the district suspension form shall be observed by the principal or designee. Parent will be notified of the allegation and evidence. This includes the parent's right to have access to student records and the parent's or student's right to appeal following the district's appeal procedures. When make-up work can be reasonably provided, the student may be allowed to complete all assignments and tests missed during the suspension.
- B. The principal may recommend that the student be expelled from the district unless it is determined that expulsion is inappropriate under the particular circumstances of the case. During the period when the student is awaiting the expulsion hearing, make-up work or an alternate school placement will be provided.

- C. If a student is attending school in the district on an interdistrict permit, the principal will meet with the parents at the end of the five day suspension, the permit shall be revoked and the student directed to enroll in his/her neighborhood school.

Discipline Procedures for Providers of Controlled Substance

In cases where the principal or Superintendent determines, in the presence of hard evidence, that the student sold or provided a controlled substance, alcohol, or intoxicant to others, the following steps shall be taken:

1. The student shall be suspended for five days. (Enrollment at Saturday School cannot be used in lieu of suspension.)
2. The Santa Monica Police Department or the Los Angeles County Sheriff shall be notified.
3. The principal shall inform the Superintendent or designee of the incident and actions taken.
4. The Superintendent or designee shall recommend that the student be expelled from school, unless the principal finds, and so reports to the Superintendent or designee in writing, that expulsion is deemed inappropriate under the terms of a Special Education student's Manifestation Determination meeting. During the period when the student is awaiting the expulsion hearing, make-up work or an alternate school placement will be provided.

Emergency Information

Student emergency information and authorization forms must be submitted at registration. The Enrollment and House Offices must be informed of changes in emergency information including guardian, home address, home phone number, work phone number, and emergency contacts.

Flex-Time

Samohi Flex-Time provides targeted educational opportunities during the school day for intervention and enrichment to best meet students' individual needs. It is our goal that Flex-Time will help all students to be more successful. Students will engage in their own learning by building metacognitive and advocacy skills to promote emotional health, explore passions, and grow in a focused, academic, and productive environment.

Three Main Areas of Offerings

1. Academic Support
2. Enrichment Opportunities
3. Social Emotional Support

What do students do?

- Be Productive
- Be Focused
- Be Responsible
- Be a Self-Advocate
- Be Present
- Be Proactive

In short, you have been given the gift of time. Please make good choices and use it wisely!

What does it look like?

Students select one of the offerings available based on their individual needs. They sign up for an offering using the link on the school website. Attendance will be taken, so everyone must attend one of the Flex-Time offerings.

	Office Hours	Library/Writing Center	College Center	Testing Center	Featured Flex-Time
What?	Teacher provides topic, structure, and focus for the room. The following are words that can frame a Flex-Time session: Review, Refine, Re-explore, Reteach, Reconnect, Rehearse, Research	Student-driven independent work: Research, Computer work, Writing help	Location to work on college applications, scholarship applications, and financial aid forms. Additional workshops will be available to discuss how to get prepared for college	A quiet location for a student to take a test or quiz. This must be pre-arranged with the teacher.	Enrichment opportunities for students involving presentations, town hall meetings, and workshops focused on current events, hot topics, and other areas of interest.
Who?	Students sign up and/or teacher can request based on grade	Students sign up	Students sign up (priority given to Seniors during certain times)	Teacher assigns. Pre-arranged between student and teacher.	Students sign up

Forbidden on Campus

- Tobacco, drugs, drug paraphernalia and alcoholic beverages.
- Weapons (or any item used as a weapon) and any item that resembles a weapon.
- Wallet chains
- Toys such as water pistols and super soakers.
- Permanent markers, glue, or aerosol canisters.
- Use of wheeled transportation (e.g. roller skates/blades, skateboards) on campus is prohibited. Bicycles shall be locked at the racks adjacent to the Business Building, the History Building, at the 7th and Michigan Gate, or at the 4th Street Gate. Skateboard lockers are also available near both the Business and Innovation Buildings.
- Any other items that school officials consider dangerous or hazardous.

Students, lockers and personal receptacles are subject to search, and forbidden items are subject to seizure and/or confiscation.

No unauthorized Sales (includes candy, food products, clothing, etc.) on campus. All fundraisers must be approved through the Activities Office.

Freedom of Speech and Expression

The Board of Education respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, writings, printed materials and/or the wearing of buttons, badges or other insignia. Student's freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community (BP 5145.2).

Grade Point Average

A student's Grade Point Average (GPA) is calculated on points per letter grade as follows: A=4, B=3, C=2, D=1, F=0. A student's GPA may determine eligibility to participate in athletics and other school activities. It is also a significant factor in applying for colleges, specialized schools, careers, and jobs. Samohi does not weight grades at any time.

Grade Reports

Progress Reports will be available approximately every six weeks. These reflect a student's course achievement including classwork, homework, tests, and quizzes (written and oral), reports, other assignments, and teacher's comments. Final letter grades represent the degree to which a student has achieved an established set of course objectives. Semester grades become a part of the student's permanent record and official Grade Point Average (GPA). Parents should look for a grade report six times during the school year. Copies of all grade reports are available from the student's Advisor. This information is provided to students and parents. Remember that you can view your grades online through Illuminate. Please refer to the school's website for instructions. Fall and Spring Grading Periods follow this pattern:

Fall Semester 2019	Spring Semester 2020
Grading Period 1 ends September 27, 2019	Grading Period 4 ends February 21, 2020
Grading Period 2 ends November 8, 2019	Grading Period 5 ends April 17, 2020
Grading Period 3 ends December 20, 2019 (end of semester)	Grading Period 6 ends June 10, 2020 (end of semester)

Graduation and Four Year College Entrance Requirements

Subject	Samohi Graduation Requirements	UC/CSU Requirements
English	10 credits English 9 10 credits English 10 10 credits English 11 10 credits English 12 Electives	Four (4) years REQUIRED • College-prep English
Mathematics	30 credits	Three (3) Years REQUIRED Four (4) Years <u>recommended</u>
Science	10 credits Life Science 10 credits Physical Science	Two (2) Years REQUIRED Three (3) Years <u>recommended</u>
Social Studies	10 credits Freshman Seminar 10 credits World History 10 credits US History 5 credits US Government 5 credits Economics	Two (2) years required: • 1 year World History • 1 year US History
Foreign Language	10 credits Foreign Language OR	Two (2) Years REQUIRED Three (3) years <u>recommended</u> • (all in same language)
Fine Arts	10 credits Visual or Performing Art	One (1) Year REQUIRED
Physical Education	20 credits	NOT REQUIRED
Electives		One (1) Year Required: • From UC/CSU approved course list
TOTAL	220 credits	
Other Requirements		UC: SAT Reasoning or ACT + Writing Section AND Two (2) SAT Subject Tests CSU: SAT Reasoning or ACT

Graduation Requirements

- 220 credits including all subject requirements (one semester of one course = 5 credits)

Requirements for the Universities of California (UC) and Cal State Universities (CSU)

- Completion of required courses with a “C” or better
- SAT Reasoning Test or ACT (Plus Writing Section part for UCs)
- Two (2) SAT Subject Tests for UCs
(Does not have to be Math; if student chooses to do math, it must be Math 2C)

Requirements for California Community Colleges

- High school diploma OR 18 years or older
- Math and English Placement Tests at the college

Hall Passes

Students must have a Hall Pass to be outside the classroom during class time. Any student out of class without a valid hall pass may be considered truant and assigned Saturday School. Students are urged to use the restroom before and after school, during lunch and during breaks. Restroom privileges during class time must be restricted and are at the teacher's discretion. Passes are not to be given for the first or last ten minutes of the class period.

Hat Policy

Samohi permits students to wear hats and caps on campus in order to protect students from the sun. All students are required to adhere to the following guidelines when wearing hats or caps on campus.

- Hats may only be worn outside of classrooms. Hats should not to be worn during class time.
- Head coverings are not permitted. These include: bandanas, scarves, or do-rags.
- Head coverings worn in observance of religious beliefs are exempt from this policy.

Students who violate any part of this hat policy will be given the opportunity to remove the hat, cap, or other head covering. If this corrective action does not result in a positive outcome, students will be subject to disciplinary action.

Hazing Policy

Hazing is not permitted. The California Education Code defines "hazing" as any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school.

Health Services

The Health Office is located in the Administration Building and is open Monday-Friday, 7:30 a.m. – 3:30 p.m. Health Office personnel assist students with daily health concerns, First Aid, and medicine dispensing. There is a Teen Health Clinic provided by The Venice Family Clinic. The Teen Clinic's mission is to provide health care to students whose families are low-income and students without health insurance. A wide variety of services are available. Parental consent is necessary except for reproductive health and must be on file in the nurse's office. Please see the nurse for required consent forms and for low cost insurance information.

Accidents: In the event of an accident to a student, the nurse or other staff person trained in First Aid will render services until the parent/guardian can be summoned. Paramedics may be called if deemed necessary by the nurse or a school administrator. Please be sure that emergency information is current and on file with the Health Office. The Board of Education and Santa Monica-Malibu Unified School District cannot assume responsibility or liability for any charges incurred for accidents or injuries to students while on the school grounds or participating in school-sponsored off-campus activities.

Medication: If a student has medication that must be taken during the school day, State law requires that the parent/guardian provide the school with a written statement from the physician stating the drug prescribed and the dosage. All medication must be given to the Health Office and must be dispensed by Health Office personnel. Medications must be in the original, properly labeled container, which includes the student's name, name of the medication, amount to be given, and time to be given. A student taking medication for a life-threatening condition should have enough medication at school to sustain him/her for three (3) to seven (7) days in the event of any emergency.

Crutches: Any student who requires assistive devices such as crutches, canes, or wheelchair must have a medical physician's note. Elevator keys are distributed case-by-case and determined by medical necessity.

Homework Policy

Homework is a critical part of the learning process. Time management, good organization, and a positive, distraction-free environment for homework are keys to success. Santa Monica High School's homework policy has been designed to help students find a balance among academics, extracurricular activities, and family life.

Homework Design

- a) Homework may be assigned in all classes. The homework load averages 30 minutes per night, per class, based on the typical student in that class. This number is an average only. Much will depend on how students approach and organize homework time.
- b) There are three types of homework: practice, preparation, and extension. The basic objectives of homework are to reinforce the application of previously taught concepts, principles, and skills; extend student learning; and promote creative thinking and independent research.

Feedback

- a) Teachers will provide students with timely feedback relative to the assignment.
- b) Types of feedback may include (but are not limited to): points/grades on Illuminate, in-class review of overall trends/patterns, self-correction, peer review, group work, class discussion, teacher written or verbal comments.

Make Up Assignments

- a) The timeframe to submit a makeup assignment will be communicated by the teacher.
- b) Students with excused absences will be given an opportunity to make up homework assignments for full credit.
- c) Upon student request, students who fail to submit or pass a homework assignment may be given an opportunity to earn full or partial credit.
- d) If assistance is needed, students can request help via email, verbally during class or teacher office hours, on-line class discussion boards, from peers, on-line textbook(s) and/or resources, and school tutoring programs.

Parental/Guardian Involvement Activities

Listed below are parental involvement activities that contribute to student motivation and performance.

- 1) Provide a clear space and time at home for homework.
- 2) Oversee the homework process when needed, including scheduling and monitoring long-term projects.
- 3) Students should independently review class material and read, even when formal homework is not assigned for a particular class.
- 4) Encourage your student to contact the teacher first with questions or concerns about homework.
- 5) Contact the student's teacher should you have further questions or concerns.

Homework Requests

In the event of an extended absence, a student's parent/guardian should notify the student's Advisor to make arrangements for the student's classwork, and, if necessary, a home hospital teacher. Any requests for a home hospital teacher must be made through SMMUSD Division of Student Services. Please allow two school days to process classwork and homework requests.

Honors Opportunities

Delians Honor Society (CSF): Students are to bring a completed application, a completed community service form and \$10.00 for dues per semester to the College Career Center in B115. Applications and community service forms, as well as suggestions for community service and qualifications for this honor, can be obtained online at: www.samohi.smmusd.org/delians/csfapp.pdf

California Golden State Seal Merit: To be eligible for the Golden State Seal Merit Diploma, students must be receiving a high school diploma from their district, and must have earned qualifying scores on a minimum of six (6) qualifying examinations. Eligibility criteria is available on the CA Department of Education (CDE) website: www.cde.ca.gov/ta/tg/ca/meritdiploma.asp

Identification Cards

Identification cards are issued during registration. Students are required to have their current Samohi Student ID cards in their possession **at all times**. Current Student ID cards must be shown in order for student to be issued textbooks, for admittance to school activities and events, for attendance services, to check out materials from the school library, when entering campus, when leaving and entering campus during lunch, and when borrowing PE clothes. ID cards must be shown or surrendered upon request. Students must turn in their ID card upon withdrawal from Samohi. A replacement ID card costs \$8.

Leaving Campus Early

Parents/guardians are to write a note in advance of the student's early departure from school. The note should contain the following information: Student name and ID number; date and time student is leaving school; reason for leaving early and phone number for verification of note. Students are to leave the note in the House Office between 7:30 a.m. and 8:15 a.m. The note will be verified and the pass will be ready at the time of the student's departure. If the House Office is unable to verify the note, the student will not be released. If the parents know that they cannot be reached, they must plan to come into the House Office to sign out the student. Students will not be released via a phone call.

Library

The Mortensen Library is open Monday through Thursday, 8:00 a.m.–5:00 p.m. and Friday, 8:00 a.m.–4:30 p.m. After-school hours are staffed by teachers who are able to assist students in writing and research. The library has over 30,000 curricular-related books, including E-books and copies of textbooks for use in-house. Additionally, we have a full PC computer lab as well as eight iMacs, school project kits/supplies (free to use) and a recycled materials room with additional free materials. Programs change yearly but often include events such as author visits, poetry workshops, Mardi Gras, spring egg hunts, contests, Living History Panels, and anything else to awaken and support students' love of learning.

Lockers

Hall lockers are provided upon request through the student's House Office; PE lockers are available through the PE Department. Most lockers are equipped with combination locks. If the locker does not have a lock, one may be obtained through the Vikes' Inn Student Store. Any other lock is subject to being removed. **KEEP YOUR LOCKER LOCKED AT ALL TIMES.** Do not share your locker or give the combination to anyone. The school does not assume the responsibility for items presumed stolen or in any way missing from lockers. Students should be aware that lockers can be inspected at any time.

Lost and Found

Articles found at school should be turned in to the Textbook Office in the Administration Building. Such articles may be claimed with proper identification. Students who have lost library materials or textbooks should also check in each of those departments. All unclaimed non-school items will be donated periodically to charitable organizations.

Lunch

The cafeteria serves breakfast (before school) and lunch. Food carts in the Quads (Main, Science, and Centennial) also serve lunch items. Santa Monica-Malibu Unified School District takes part in the National School Lunch Program. Meals are served every school day. Eligible students may receive meals free or at a reduced price after approval of their application and by presenting their current student ID card. Applications for Free and Reduced Price Meals (through the National School Lunch Program) are available in the Enrollment Office and must be renewed annually.

Posting Policy

Various school activities may be publicized by use of posters. These posters must be approved and initialed by the Activities Director/Administrator of Activities before printing, posting and distributing on campus. Once approved, posters may be placed in the designated approved locations:

- Bulletin boards (both in hallways and in the classroom with teacher permission);
- Unpainted cinder block and cement walls;
- NOT on painted or glass surfaces, the ground, stairs and trees

As soon as the advertised event is complete, all postings must be removed.

Records and Student Information

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school and to request that a school correct a record which they believe to be inaccurate or misleading.

An appointment should be scheduled in order to review the student's records. Student computer records are maintained by using the student's ID number. It is helpful if parents/guardians have this information available when contacting the school for an appointment. Since the Records Office maintains each student's official school record, it is important that they be informed of any changes to student's information including guardianship, address, home and work phone numbers, and emergency contacts.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, honors and awards, and dates of attendance (including to military recruiters). However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Respect for School Property and Property of Others

School facilities and equipment are available for the edification and well-being of all students and staff. Therefore, everyone should strive to maintain a neat, clean and safe environment. Purposeful abuse of the facilities or equipment, taking property that is not one's own, or vandalism of others' property is not acceptable. This includes "senior pranks". The students responsible for these offenses will be punished according to the severity and degree of the offense and according to the Education Code (EC) and Penal Code (PC). The school will make police contact if appropriate and will levy the following possible consequences:

- exclusion from school events
- financial restitution
- suspension
- involuntary transfer
- expulsion
- criminal charges

Skateboards, Rollerblades, Scooters, Bicycles, and other Wheel-Based Transportation

All of the above are prohibited from being ridden on the Samohi campus. Students found using these items on campus are subject to having them confiscated.

- The first time students are caught, they are informed that they are not permitted to ride skateboards, roller blades, scooters, or bicycles on campus and their name is recorded in the Security Office.
- Upon the second time, the items may be taken away and returned at the end of the day.
- The third time students are caught, the items are taken away for one week. Before items are returned, students and parents will sign contracts stating that if there is a third offense, items will be taken for the remainder of the semester.
- Upon the third offense, items are taken until the end of the semester.

Stolen Items

In order to avoid loss of valuable items, particularly electronics, we encourage our students to leave them at home. However, in the event that a student is a victim of theft on our campus, take the following steps:

1. Immediately report theft to your teacher. The sooner you report the incident, the quicker it can be investigated.
2. Report theft to your House Office personnel and complete an incident report. Administration will not search an entire class to recover stolen property.

If you witness a theft, let House personnel or Security know as soon as possible. You will remain anonymous.

Student Government

The Associated Student Body Cabinet (ASB) is an organization whose purpose is to provide a formal means of communication between students, organizations, district, faculty, staff, and administration. ASB advocates for students, provides for student representation on campus and community committees, provides opportunities for the development of the social and cultural interests of students, develops leadership and responsibility and promotes school spirit and student morale.

Student Store "Vikes' Inn"

The Vikes' Inn student store is a student-run business, overseen by our Career Technical Education department. It is located on the west side of the Administration Building and is open daily, before school, during lunch, and after school. Available for purchase at the student store is everything ranging from P.E. uniforms, school spirit gear and school supplies to bus cards, drinks, snacks and assorted breakfast essentials. Also available at the student store, as the need arises, are distribution of senior panorama pictures, graduation announcements, and school pictures.

Testing Schedule

Santa Monica High School – CEEB school code: 053320

- October 16, 2019: PSAT: Grades 9-11 (free for all Grade 10)
- December 17 - 20, 2019: Course Final Exams, Fall Semester
- March 2 – April 3, 2020 (expected, not confirmed): CAASPP Testing (state standardized tests)
ELA, Math, and Science – Grade 11
California Alternate Assessments – Grades 11
- May 4-15, 2020
Advanced Placement (AP) Tests – Grades 10-12
- May 27-June 3, 2020
Senior Course Final Exams, Spring 2020 Semester
- June 4-9, 2020
Course Final Exams, Spring 2020 Semester

Text-A-Tip (424) 259-1102

Tips are confidential, not anonymous.

Together, we can make our school safer!

Report Crimes

- ✓ Weapons
- ✓ Graffiti
- ✓ Vandalism
- ✓ Suspicious activity

- ✓ Threats
- ✓ Fights
- ✓ Drugs sales and use
- ✓ Thefts

Remember: for EMERGENCIES CALL 9-1-1.

Textbooks

Go to the textbook office by the third week of school to verify that the books on your records match the books you have. Any problem not resolved by then will be permanent and you will be responsible for the books on your account. Do not leave your books in the classroom! YOU are responsible for your books, not your teacher. Teachers have been instructed to not allow students to leave books in the classroom. The barcode inside the book you return must match the barcode that is in the computer. Feel free to check with the textbook office to see if you are returning the correct book. To minimize potential problems, do not share your textbooks with other students. No receipts are given for returned books.

The textbooks checked out to you are the property of the Santa Monica-Malibu Unified School District and it is your privilege to use the books while you are a student at Santa Monica High School.

Only students with a valid Santa Monica High School ID card will be issued books for those classes in which they are enrolled. Students are required to return all textbooks at the conclusion of the class or literature unit, at the direction or request of the teacher and or the textbook staff, or if the student leaves Santa Monica High School.

Please read the following Textbook rules and responsibilities carefully:

- If you receive a book that is torn or damaged, you should bring it back within two (2) weeks of check-out to have it repaired or replaced; otherwise, you are responsible for the damage.
- All texts must be covered with a paper or cloth non-adhesive book cover.
Do not tape book covers to book.
- Students are responsible for the books that they are issued based on the barcode recorded by the computer. When you check out your books, please verify that the barcodes recorded in the computer match the books that you were given. Books that are stolen, given to a teacher, left in the classroom, or exchanged with a classmate will remain the student's responsibility until returned to the textbook room. If **lost** the student will pay all replacement costs.
- We recommend writing your name on the bookplate in the front cover of your textbooks. Otherwise do not write, underline or highlight in the textbooks. Use sticky notes!
- All textbooks checked out to the student must be returned at the end of the class or literature unit in good condition, with the barcode still attached to the book. A book returned without a barcode will be considered a damaged book. Fees may be assessed for damaged books.
- Students will not be allowed to complete registration for the new school year/second semester or have records transferred, etc. until all textbook and library books are returned and outstanding fines are paid.
- Refunds will be issued for items lost and paid for when returned in good, usable condition as long as it is within a six-month time period.

Transcripts

A transcript is an official record of a student's grades and GPA. Transcripts are routinely requested as part of the application process for jobs, colleges/universities, and the military. For current students, the first two requests for an official or unofficial copy of a student's transcript may be obtained free of charge from the Records Office. Each subsequent request will cost \$5.00. Submit a written request at least 24 hours in advance at the Records Office. If the student is over 18, a parent may not make the request.

Transportation

The Santa Monica Big Blue Bus and Los Angeles County Metropolitan Transportation Authority (Metro) buses are available for students to ride to and from school. Concerns regarding the Big Blue Bus may be voiced by calling (310) 451-5444 or through their website at www.bigbluebus.com. Information on the Metro may be obtained by phone at (800) 266-6883 or through their website at www.mta.net.

Truancy

When a student is absent from school without the parent's knowledge or permission, the absence is considered truant and is not excused by the school. Students out of class without a pass from their teacher may also be considered truant. Students who exhibit a continual problem with attendance will be disciplined and referred to the Student Attendance Review Board (SARB). Students who leave campus during lunch and do not return without prior notification to their House Office will be considered truant.

Visitors and Campus Guests

District liability regulations forbid students to have guests on campus during school hours. Examples include: friends, relatives, children, and former Samohi students. Guests with prior written approval from the House Principal's office may attend some special school events. Contact the House Office for more information.

Work Permits

Work Permits with the exception of Entertainment Work Permits are issued by the school district through the Regional Occupational Program (ROP) office B122, (310) 395-9493 ext. 71472 or (310) 395-3204 ext. 71472. Work permit business is only conducted at lunch and after school Monday – Thursday until 6:30 pm, never during class time or passing periods. **To qualify for a permit, a student must maintain a minimum 2.0 GPA on the most recent official progress report or report card with no "F"s in any class, no less than an 85% attendance/tardy record in every class, and a satisfactory discipline record.**

Applications for work permits are available in the ROP office or may be downloaded from the ROP website www.smmusd.org/ROP/pdf/WorkPermit.pdf. Applications for entertainment work permits are available in the ROP Office; however, the actual Entertainment Work Permit must be obtained directly through the California State Department of Labor.

Uniform Complaint Procedures (Sexual Harassment)

The Board of Education prohibits sexual harassment of any student by any person. Teachers shall discuss this policy with their students. Students will be taught that they need not endure any form of sexual harassment. Anyone who engages in sexual harassment may be subject to disciplinary action up to and including expulsion. Administrative Regulation, Community Relations, Uniform Complaint Procedures, Compliance Officers, and the Governing Board designate the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Assistant Superintendent of Human Resources
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
1651 16th Street
Santa Monica, California 90404

The Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Valedictorian and Salutatorian Selection - Graduation Class: June 2020

The Committee

In April, a Committee shall be formed to determine the Valedictorian and Salutatorian for an academic year. This Committee must consist of the following:

- Community member who does not have children attending Santa Monica High School.
- District Director of Information Services
- Designated Administrator
- Scholarship Coordinator
- Delian Advisor
- College Counselor
- Two faculty members

Candidate Qualification:

- A. Valedictorian or Salutatorian candidate must have attended Santa Monica High School at least five semesters up to and including the 12A semester and be a graduating, fourth-year senior for their class year.
- B. The candidate must have a 4.00 unweighted Grade Point Average (GPA) in all course work over the traditional four year period. The pool of 4.00 GPAs will be gathered at the end of the 12A semester.
- C. The candidates will be reviewed by the faculty on academic ethics.
- D. A candidate receiving any grade less than an "A" in Semester 12B will be removed from consideration. If there are no students with a 4.00 unweighted GPA, then the next highest GPAs will be candidates.

Courses

- A. Coursework for consideration will include a minimum of six semesters at Santa Monica High School including the end of the 12B semester. The maximum number of non-Samohi units from an accredited institution is 60 units.
- B. Course work completed in grades 9-12 and submitted for high school credit will be computed at face value from any accredited school, college, or university. Quarter units will be converted to semester units.
- C. Course work completed in grades 11 or 12 but NOT submitted for high school graduation credit, may be submitted for Valedictorian and Salutatorian to be computed at face value from any accredited school, college, or university. Quarter units will be converted to semester units.
- D. All course work completed at Santa Monica High School will automatically be included except for teacher aide or service enrollment and Physical Education beyond the two year requirement. Grades for marching band and team sports completed during grades 11 and 12 will be included. Santa Monica High School weighted courses are identified by Honors Class (HP), Advanced Placement (AP), College Courses (CC) except for PE, and fourth year and above in a Modern & Classical Language.
- E. The units for a college course used for a graduation requirement will not exceed the corresponding Samohi course units but will be weighted as a college course.
Example: Two SMC US History courses meet the one year Samohi requirement will be counted as 10 units not 20 units with two points for a college course.

All courses taken for high school credit will be computed to the Santa Monica High School standards:

Unweighted:	A = 4	B = 3	C = 2	D = 1	F = 0
Weighted:	A = 5	B = 4	C = 3	D = 1	F = 0

Selection:

Provided the faculty has not voiced academic ethical considerations, the student(s) with the highest points will be named Valedictorian(s) and the student(s) with the next highest points will be named Salutatorian(s).

- In case of a tie, multiple honors will be awarded.
- The selection will be announced at graduation rehearsal.

STUDENT ACTIVITIES and ATHLETICS

Co-Curricular Activities

Samohi hosts many student activities and sports throughout the school year. Any and all information related to activities or sports may be found in the Activities or Athletics Offices located in the Administration building.

At the conclusion of all activities and athletic events, students, parents, and patrons/spectators are expected to leave promptly. Supervision is not provided after 30 minutes. The Santa Monica Police Department (SMPD) may be contacted to ensure the safety of unsupervised students.

Associated Student Body (ASB) Cabinet

The Samohi ASB Cabinet is made up of ten (10) Executive Board members, ten (10) House Representatives, two (2) Senior, Junior, Sophomore, and Freshman Class Representatives, and twenty-five (25) Commissioner member positions. Elections for ASB Cabinet are held in the spring semester. The Commissioner or Member-at-Large positions are filled via an interview in the spring for the following school year.

Eligibility for ASB (Elected, Commissioner, and/or Member-At-Large Positions)

The requirements for any student wanting to participate in ASB are as follows:

- **GPA:** 2.0 or above for the current semester, including Academic Tutor and PE. Grades posted on the due date of the application will be used to determine eligibility. Notes from teachers or grade changes will not be accepted. Candidates with one or more grade(s) of Fail, regardless of GPA, will be reviewed on a case by case basis.
- **Attendance:** Absences equal no more than 10 days per semester or 10% of days in session. Tardies equal to no more than 10 per semester. No exceptions.
- **Teacher Recommendations:** Each candidate will be asked to submit teacher recommendations in their application. The recommendations will be used to determine eligibility for all candidates.
- **Appeals will not be considered.** The standards for ASB academic performance are non-negotiable.

Athletics

Every athlete is to show respect for all coaches, teachers, staff, officials, other players, spectators, opponents, school facilities and equipment at home and at away games. A Santa Monica High School ASB Card is \$65.00. Students may purchase their ASB Card at registration or during the school year. The ASB Card includes reduced or free admission to designated athletic events, except playoff games. Information about athletics and schedules for games can be obtained at the Activities/Athletics Office or from the Athletic Director.

Athletic Eligibility Clearance Procedure

The Eligibility Clearance Procedure includes:

- Completing the on-line athletic packet at: www.AthleticClearance.com
- Uploading current physical on Sports Physical Exam Form
- Uploading copy of current insurance card
- Athletics Cost (first season \$125, second season \$100, and third season \$75)

All forms must be filled out completely and returned to the Athletics and Activities Office before an athlete can participate. No one will be denied the ability to play if they cannot pay the athletic costs. Payment plans are available. All athletes must maintain at least a 2.0 GPA and exhibit satisfactory behavior to participate in the sports program. If a student has transferred from another school, then see Athletic Director for procedures.

Transportation

Athletes shall ride to and from all events in school-authorized transportation or with parents. In special instances, athletes may have to ride with adults who have submitted appropriate paperwork and received district approval.

TRYOUT SCHEDULE

The most current tryout schedule is posted on the Samohi website under "Athletics." Please see that page for details and to contact the Coach of each sport for tryout details.

Athletic Code

Specific CIF Eligibility Rules are adhered to for all sports at Samohi. A student athlete must:

- Not have reached his/her 19th birthday before September 1st
- Be an amateur
- Be an undergraduate in high school; have attended high school not more than eight terms
- Scholastically, during the previously grading period have at least a 2.00 GPA
- Have met residence requirements
- Not have participated in or tried out for any professional or collegiate team at any time during the school year, September through June
- Not have tried out, practiced, or worked out with a college team during the season of the sport
- Have completed athletic clearance procedures described in this code
- Have paid any outstanding financial obligations for athletic equipment or uniforms previously issued and not returned.

INFORMATION DATES, AND POLICY LISTED IN THIS STUDENT PLANNER MAY BE REVISED THROUGHOUT THE YEAR. CONTACT YOUR HOUSE OFFICE OR THE ACTIVITIES OFFICE FOR UPDATES.

CORNELL NOTES

The Cornell note-taking format was developed in 1949 at Cornell University by Walter Pauk in response to frustration over student test scores. It is meant to be easily used as a learning tool or test study guide.

- A. Set-up
 - 1. Divide paper with 1/3 on left and 2/3 on the right.
 - 2. On the top of each page there should be a date with day of week and the class name
 - 3. Skip lines while taking notes to add additional notes later
 - 4. Leave 5 lines at bottom blank for daily summary/reflection
- B. Steps
 - 1. Take notes on the right 2/3 of the paper
 - 2. Use the left 1/3 during and after lesson to note key ideas and create questions
 - 3. Exchange ideas to "beef-up" notes through collaboration with:
 - a. peers
 - b. teacher
 - 4. Write a synthesized summary/reflection at the end of each lesson.

<p>Reasons for Cornell</p> <ol style="list-style-type: none"> 1. Information is reviewed in three different ways: note-making; note-interacting; note-reflecting 2. Questions generated can be used as a quick reference 3. Summary and questions act as a prep for upcoming quizzes and exams 4. Develops higher levels of critical thinking
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<p>Class Notes If there was no class lecture this week, write a paragraph about what you learned from the questions, about what you learned, or questions about what you did not understand.</p>	<p>Name: _____ Class: _____ Period: _____ Date: _____</p>
<p>Topic: _____</p>	
<p>Questions:</p>	<p>Notes:</p>
<p>Summary:</p>	

COMMON ESSAY TERMS

***Claim:** the central argument advanced by a speaker or writer who then attempts to prove it. A claim statement is most commonly found at the end of the introductory paragraph.

***Topic Sentence:** the ideas/ subclaims/ reasons that support the writer's claim. The topic sentence often opens a body paragraph breaking down the writer's claim into supporting reasons.

***Evidence:** concrete support that proves the topic sentence and connects back to the claim. Evidence may consist of specific references to text, experiences, observations, or readings, including examples from history (primary sources preferred), science, literature, current events, scenes from film or television, or general knowledge/pop culture.

***Direct evidence** – record the statement or idea word for word, using quotation marks.

***Paraphrasing** – restate what you have read using your own words.

***Summary** – reduce what you have read to a few important points using your own words.

Note: All evidence must be correctly cited.

***Analysis:** explanation of the significance of evidence and how it proves a claim or topic sentence. Note: analysis goes beyond summary.

***Counterclaim:** acknowledges the opposing claim and argues against it, often pointing out what the claim oversimplifies or overlooks.

<p>English Examples (using Shakespeare's <i>Romeo and Juliet</i>):</p> <p>Claim: Through the portrayal of Romeo and Juliet's relationship, Shakespeare illustrates that passionate young love can be dangerous.</p> <p>Topic Sentence: Unrestrained passion can lead people to make bad choices.</p> <p>Evidence: Direct quotations or paraphrasing (both cited!) demonstrating the keeping of secrets from both families, hasty choices leading to untimely death, etc.</p>	<p>History Examples (using World War II):</p> <p>Claim: The attack on Pearl Harbor forced the United States to abandon its policy of isolationism and declare war on Japan, joining World War II.</p> <p>Topic Sentence: The United States could not ignore an unprovoked attack.</p> <p>Evidence: Direct quotations or paraphrasing (both cited!) demonstrating the effects of the damaging attack, the breach of security and the government's dealings with the aftermath.</p>
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Your Name

Teacher Name

Class Name

Month Day, Year

Title of Your Essay

Your introductory paragraph goes here. It should draw the reader in and get them interested in your topic. Depending on the topic, you state the title and author, background information and/or relevance or urgency. The introduction should be working up to your claim. Usually, your claim ends the introduction.

Your first body paragraph goes here. It should begin with a statement of reasoning. Your paragraph should be filled with evidence that proves your statement of reasoning and claim. The most common types of evidence are cited paraphrases and direct quotes. You should set up the quote by saying who said it and in what context and follow it with a parenthetical citation. In class, your teacher reminded you to check the student handbook which states, "It is necessary to use the proper format when turning in an essay" (Evans 72). This means that you should take note of where the quotation marks, parentheses and punctuation go. After you present your evidence, you must analyze how this evidence proves your statement of reasoning and claim.

Similar to your first paragraph, your second body paragraph must begin with another statement of reasoning. Remember it is also important to transition from one idea to another within the paragraph. This paragraph should also include multiple pieces of evidence and analysis. Remember that the longer a direct quote is that you use, the longer your analysis needs to be. If your quote is longer than four lines, it needs to be set off on its own. This is what it looks like to block a quote:

Quotations longer than four lines are indented one inch (or ten spaces). It is important to note that quotation marks are omitted and that double spacing is maintained. Also, you do not need to use a period after the citation. You still need to put the page number in parentheses but there is no period after it. Remember that if you use a quote that is this long, your analysis needs to be that much stronger after it. (Author's Last Name 86-7)

Here is where your analysis of that quote comes. It should analyze the quote, not summarize it. Be sure to discuss how your evidence proves your statement of reason and claim.

All subsequent paragraphs follow the same guidelines as above. Many people like to end their papers with their strongest examples to make their papers more memorable. Other people like to open with their best examples to get their reader's attention right away. Traditionally, essays about history and/or literature are structured chronologically. The important thing to remember is that the organization of your paper is up to you; you have creative license.

Your conclusion goes here. You should extend the ideas of your thesis in your conclusion in one of the following ways: offer a call to action, demonstrate urgency, explore costs/benefits, relate the significance of the issue to today's society, or explain what the issue reveals about power, class, gender, race, culture, relationships, or human nature. Remember to go back and proofread your paper for any mechanical errors. Check for spelling, run-on sentences, sentence fragments, etc. It is also very helpful to read your paper out loud so you can hear mistakes you would otherwise miss. Try to end on a memorable note.

Reminders

- Margins must be switched from default settings to 1 inch on all sides.
- With a direct quotation, a period **always** goes **after** the parenthetical citation. This means sentences that end in a period, will not have a period inside the quotation; however, leave all other punctuation as is.
- Only block a quotation if it is **five typed lines or longer**. You **do not** need a period after the parenthetical citation in this case, nor do you need quotation marks.
- If you do not cite your paraphrased information, it is plagiarism.

WHAT IS PLAGIARISM?

Plagiarism is the unacknowledged use of somebody else’s words or ideas. Plagiarism is also referred to as “cheating.”

WHAT IS CONSIDERED PLAGIARISM?

Below are some situations in which a writer plagiarizes another writer’s work:

- You use some information from a source without ever quoting it directly
- You use information from a source; it’s all in your own words so you don’t cite
- You copy another student’s assignment or homework
- You really like a particular phrase somebody else made up, so you use it
- You reprint any diagrams, illustrations, charts and pictures without citing where you found the information

MAKING SURE YOU ARE SAFE

NEED TO DOCUMENT	NO NEED TO DOCUMENT
<ul style="list-style-type: none"> • When you are using or referring to somebody else’s words or ideas from a magazine, book, newspaper, song, movie, web page, letter or any other medium • When you use information gained through interviewing another person • When you copy the exact words or a “unique phrase” from somewhere • When you reprint any diagrams, illustrations, charts and picture 	<ul style="list-style-type: none"> • When you are writing your own experiences, observations, insights, thoughts or conclusions about a subject • When you are compiling generally accepted facts • When you are writing up your own experimental results

According to the Santa Monica High School Discipline Matrix, in addition to receiving a zero on the plagiarized assignment or assessment, plagiarism can result in the following consequences:

First Offense	Second Offense	Third Offense
Parent contact Parent/Teacher Conference Saturday School 2 hours Behavior Contract	Parent contact Parent/Teacher Conference Saturday School 4 hours Revised Behavior Contract	Parent contact Parent/Teacher Conference Suspension 1 day (minimum) Revised Behavior Contract

PREPARING FOR DISCUSSION BY MARKING TEXT

Adapted from “Making Annotations: A User’s Guide,” from NCTE’s *ReadWriteThink*, 2008.

As you prepare to discuss a text, consider all of the ways that you can connect with what you are reading. Here are some suggestions that will help you with your annotations:

Define words or slang; make the words real with examples from your experiences; explore why the author would have used a particular word or phrase.

Make connections to other parts of the book. Feel free to use direct quotes from the book.

Make connections to other texts you have read or seen, including:

- Movies
- Comic books/graphic novels
- News events
- Other books, stories, plays, songs, or poems

Draw a picture when a visual connection is appropriate.

Re-write, paraphrase, or summarize a particularly difficult passage or moment.

Make meaningful connections to your own life experiences.

Describe a new perspective, question, or thinking you may now have.

Explain the historical context or traditions/social customs that are used in the passage.

Offer an analysis or interpretation of what is happening in the text.

Point out and discuss literary techniques that the author is using, and the effects they create.

Try to use the “funneling” technique: highlight the most important paragraph, then the most important sentence, then the most symbolic/important word in the piece (these do not have to be in the same paragraph).